



## Senior Writer

### ABOUT CTBUH

The Council on Tall Buildings and Urban Habitat is a nonprofit organization dedicated to smarter, more sustainable cities and a more viable future for global populations. CTBUH convenes the shapers of cities, providing the knowledge and resources that will transform cities into dense and livable centers of innovation.

### WHO WE'RE LOOKING FOR

The Senior Writer is an integral part of the Marketing and Communications team, composing high-quality written content for our key events, awards, competitions, and supporting editorial and publication activities. The Senior Writer works with the Director of Marketing and Communications and the rest of the team to produce emails, newsletters, news articles, social media marketing, and assist on full-length publications. The Senior Writer also oversees our daily Global News feature and keeps news tracking and other archives up to date. The Senior Writer may also provide assistance in media relations, and simple digital asset creation.

### POSITION LOCATION

CTBUH is headquartered in Chicago, Illinois, with offices in Italy and China. This position is in the Chicago office, and will need to work onsite in our Chicago office at least four days per week. CTBUH does offer the work-from-home option on Fridays as an employee benefit.

### ESSENTIAL RESPONSIBILITIES

- Oversee Global Tall Building News daily online articles.
- Lead creation of marketing e-mails, including the monthly electronic newsletter, working with stakeholders throughout CTBUH staff and membership.
- Create, edit, and proofread website content and other content forms.
- Build and grow CTBUH social media channels, and create a social media calendar, handle all postings, and track metrics.
- Take on longer-form editing and writing roles in technical guides, research reports, and quarterly Journal publications.
- Oversee the CTBUH style guide and ensure its use is correctly applied.
- Assist in obtaining copyright clearance and in obtaining and selecting images for publication.
- Perform light proofreading.
- Help in the maintenance of the archive of media articles about the Council.
- Able to pitch in on a variety of activities as needed.

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## REQUIRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university
- At least three years' senior experience, ideally in architecture, engineering, and construction (A/E/C) industry and/or urban planning
- Familiarity with terms used by the A/E/C industry and urban planning professions
- Proficiency in Microsoft Office suite
- Familiarity with Adobe Creative suite
- Experience with maintaining an official social media presence for a company or organization
- Close attention to detail, ability to meet tight deadlines and rapidly make changes to copy
- Experience creating marketing e-mails and using relevant Content Management Systems

## PREFERRED QUALIFICATIONS

- Passion for the mission of the CTBUH organization
- Experience with Salesforce, Pardot, and other CRM or Marketing Automation platforms
- Proficiency in digital media management platforms such as Hootsuite
- Some graphic design skills
- Audio/Video editing skills

## BENEFITS

CTBUH offers full-time employees a range of benefits, including a 401k retirement savings plan with up to 9 percent employer matching, a robust health care plan, generous paid time off, and potential for annual bonuses.

## EQUAL OPPORTUNITY EMPLOYER

We at CTBUH believe that our work benefits from the diverse perspectives of our staff and those we serve. We encourage applicants to review our diversity statement at [ctbuh.org/edi-committee-statement](http://ctbuh.org/edi-committee-statement).

CTBUH provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

## HOW TO APPLY:

Qualified applicants should send cover letter, resume and three work samples to:  
[careers@ctbuh.org](mailto:careers@ctbuh.org).